



We are currently accepting applications for the part-time, seasonal position of:

Calendar Coordinator

Hourly rate: \$12/hour

Average of 2 hours / week March - October

Average of 4 hours / month November - February

No benefits

The REQUIRED Town of Lexington application must be received in the Town's Human Resource Department.

Rolling application deadline – applications will be reviewed as received.

Position will remain open until filled

GENERAL SUMMARY:

The Lexington Tourism Committee, in an effort to fulfill its economic development agenda, produces a monthly on-line events newsletter (link: <http://goo.gl/MEugvF>) and develops the content for the two event calendar boards in Lexington Center (in front of the Lexington Visitors Center and in Depot Square). The Events Calendar Coordinator helps identify the programs being offered in Lexington through a variety of collection options.

ESSENTIAL JOB FUNCTIONS:

- ◆ Must be able to meet the calendar deadline – information due by Tuesday morning each week the calendar is produced
- ◆ Follow directions and guidelines
- ◆ Research event information from various sources
- ◆ Use email to communicate with businesses and organizations in Lexington
- ◆ Good written and verbal communication skills
- ◆ Adaptable to last minute changes

PERIPHERAL DUTIES:

- ◆ Communicate with local businesses and organizations to make them aware of the newsletter and events calendar

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM EDUCATION & EXPERIENCE:

Computer literacy

ADVANCED EDUCATION & EXPERIENCE:

None

QUALIFICATIONS:

- ◆ Excellent organizational skills
- ◆ Knowledgeable of Lexington businesses and the community
- ◆ Proficient at computer office software
- ◆ English usage, spelling, grammar and punctuation.

Ability to:

- ◆ Work independently in the absence of supervision.
- ◆ Manage public relations with a wide range of citizens / customers.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- ◆ Operate computer and various software.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Follow directions
- ◆ Adaptable to last minute changes

WORKING CONDITIONS & PHYSICAL DEMANDS:

Must have your own or access to a computer to perform this job. While performing the duties of this job, the employee is required to walk, sit, talk, and hear. The employee is required to have use of hands to finger, handle or feel objects, and tools or controls. This task will be done remotely.

Operates: phone; personal computer, Microsoft Word, Microsoft Excel;

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4591 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4591
